

ORGANIZATION OF THE
OFFICE OF PLANT AND OPERATIONS
TABLE OF CONTENTS
ORGANIZATION CHARTS

1. Chart dated June 23, 1939 showing Job classifications by Divisions and Sections.
2. Chart of Jan. 11, 1943 showing organizational changes and adding the Equipment and Engineering Services Division and the Central Supply Division.
3. Chart dated July 28, 1943 showing the addition of Photographic and Duplicating Services Division.
- 4.

ORGANIZATION OF THE
UNITED STATES
NAVY
OFFICE OF THE
CHIEF OF NAVAL PERSONNEL

1. Chart dated June 22, 1943 showing the organization by Division and Section.
2. Chart of Jan. 11, 1943 showing organizational changes and adding the Equipment and Engineering Service Division and the General Staff Division.
3. Chart dated July 28, 1943 showing the addition of Photographic and the Radio Service Division.

U.S. DEPARTMENT OF AGRICULTURE
OFFICE OF THE SECRETARY
OFFICE OF PLANT AND OPERATIONS

OFFICE OF THE CHIEF

Directs and coordinates the activities of the Office of Plant and Operations. The responsibilities of the Office include conservation and utilization of equipment and relationships with the Bureau of the Budget and the Procurement Division of the Treasury Department on matters pertaining thereto; departmental coordination of technical operational services of topographic and planimetric mapping operations and liaison with the Bureau of the Budget on map production methods, costs and operations and the War and Navy Departments on the classification of aerial photography; development of standard specifications where engineering principles are involved and the deciding of all engineering questions of controversial character in connection with awards of contracts; mileage administration; housing of departmental activities; communications and records management services and programs; administrative service functions for the Office of the Secretary; central storeroom and supply service; photographic and duplicating services; and motor transport service.

EQUIPMENT AND ENGINEERING SERVICES DIVISION

Responsible for the conservation and utilization of the equipment and supply resources of the department, including the development of basic policies and procedures to insure the most economical and effective use thereof; the effectuation of departmental conservation policies and governmental programs which affect departmental equipment; the development of standard specifications for use by the department in the procurement of equipment and materials where engineering principles are involved; the review of specifications submitted by bureaus where technical advice is required or which are at variance with department standard specifications; the deciding of all engineering questions of a controversial character in connection with awards of contracts; the coordination of repair shop, equipment depot, cartographic, photogrammetric, and photographic laboratory activities of the department in order to derive the most effective use of these facilities; anticipating the equipment needs of departmental activities created or expanded as a result of the war effort, and facilitating transfers of equipment to vital programs; and the effectuation of the USDA Equipment Mobilization Program in conjunction with the Office of Civilian Defense.

RECORDS AND REPORTS SECTION

Responsible for the maintenance, control and statistical analysis of equipment, mileage, automotive transportation and related records required at the departmental level in connection with the functions of the Equipment and Engineering Services Division.

REAL ESTATE DIVISION

Responsible for housing the operating plant of the department, both in Washington and the field, including long-range planning and active prosecution of approved housing projects for the department's activities; study and effectuation of consolidation of operating plants; space organization and management, control and assignment, and acquisition and leasing; and acts as liaison with the Federal Works Agency and the Post Office Department on related matters.

PLANNING AND SPACE MANAGEMENT SECTION

Exercises direction of space planning and space management activities, including planning, design and supervision of new and remodeled plant construction and equipment installations, assignment and utilization of space, development of pertinent standards, and initiation and active prosecution of projects leading to consolidation of operating plants.

LEASE AND REAL PROPERTY SECTION

Processes and controls all matters pertaining to the leasing activities of the department as they pertain to office, storage, laboratory and other types of space, and lands necessary to the functions of the department; maintains register of department-owned real estate.

COMMUNICATIONS DIVISION

Responsible for the communications services of the department, including the planning and development of a uniform system of records management for the department, both in Washington and the field; operation of the telegraph and telephone systems and department post office; maintenance and control of the central records for the Office of the Secretary and its several branches; the furnishing of passenger transportation services; and acts as liaison with the National Archives and the Post Office Department on related matters.

RECORDS MANAGEMENT SECTION

Plans, develops and installs uniform records management systems and procedures; and assists departmental agencies in the development of plans and policies for the preservation and protection of valuable records and disposition of obsolete material.

SECRETARY'S RECORDS SECTION

Operates the central records service for the Office of the Secretary and its several branches, and acts as custodian of the official seal of the department.

TELEGRAPH AND TELEPHONE SECTION

Operates the central telegraph and telephone systems for the department in Washington; audits and certifies vouchers related thereto; and furnishes advisory service concerning these functions to field offices.

DEPARTMENT POST OFFICE

Receives and dispatches all incoming and outgoing mail for the department in Washington; handles inter-bureau communications, and operates the pneumatic tube system.

PASSENGER TRANSPORTATION SERVICE

Furnishes advice and information on passenger travel, prepares itineraries, furnishes rates, and obtains tickets and reservations.

ADMINISTRATIVE DIVISION

Responsible for the performance of administrative functions for the over-all Office of the Secretary, including budget and allotment estimates and control; personnel management, travel authorizations, requisitions, property accountability, and the furnishing of directory information for department visitors.

BUDGET SECTION

Prepares the budget estimates and justifications for the Office of the Secretary, maintains appropriation and allotment control, processes travel authorizations and financial documents, and maintains pertinent records.

PERSONNEL SECTION

Responsible for personnel management functions for the Office of the Secretary, and for the performance of related employee services.

PROPERTY AND SUPPLY SECTION

Processes requisitions for supplies, materials, equipment, shop work, photographic and duplicating services, etc., necessary to the operation of the Office of the Secretary, and maintains property accountability records.

CENTRAL SUPPLY DIVISION

Provides centralized supply service for all bureaus and agencies in the District of Columbia and to certain offices in the field, and central purchasing service for several bureaus and offices which do not maintain staffs for this work, including the Agricultural Adjustment Agency, Bureau of Human Nutrition and Home Economics, Office of Information, Federal Crop Insurance Corporation, Extension Service, Office of Experiment Stations, Office of the Solicitor, Office of Foreign Agricultural Relations, and Department Library.

STORES AND SERVICE SECTION

Operates a central warehouse providing storeroom service on stationery, office, scientific, laboratory, photographic and janitorial supplies, specialties and printed forms, to all bureaus in Washington and to many departmental field stations; secures reimbursement from bureau appropriations through monthly adjustment vouchers; and prepares monthly statements of operations of the division.

PROCUREMENT SECTION

Serves as the central purchasing agency for the Office of the Secretary and several bureaus and offices; prepares and forwards to Division of Purchase, Sales and Traffic, Office of Budget and Finance, specifications and invitations to bid; abstracts and tabulates bids, as required; and makes recommendations for awarding of contracts.

MOTOR TRANSPORT SERVICE

Provides motor transport service for the department's activities in the District of Columbia and operates a repair and maintenance garage for department motor vehicles.

PHOTOGRAPHIC AND DUPLICATING SERVICES DIVISION

Provides centralized photographic, duplicating, addressing and mailing services for all branches of the department in Washington, D. C., including photographing, photo-stating, mimeographing, multilithing, assembling and stitching; maintains departmental addressograph mailing files.

ADMINISTRATIVE SECTION

Performs business management and administrative service functions for the Division; maintains work-flow control of duplicating work ordered by bureaus and agencies; directs cutting of stencils and varitype work; and maintains cost accounting records.

PHOTOGRAPHIC SECTION

Furnishes central photographic and photo-stating service, including enlargements, reductions, contacts, vacuum, kodachrome, lantern slides, scientific specimen work, and related services.

DUPLICATING SECTION

Furnishes central mimeographing, multilithing, and other duplicating services.

MAILING SECTION

Maintains current addressograph or other plate mailing lists for the several bureaus and agencies; inspects, punches, folds, stuffs, addresses, seals, and mails or delivers duplicated material.

RECOMMENDED

APPROVED

CHIEF, OFFICE OF PLANT & OPERATIONS

DIRECTOR OF PERSONNEL

JUL 28 1943

STATEMENT OF AFFIDAVIT
IN THE
COURT OF THE DISTRICT OF COLUMBIA
DEPARTMENT OF THE DISTRICT OF COLUMBIA

I, the undersigned, being duly sworn, depose and say that the foregoing is a true and correct copy of the original as the same appears in the files and records of the Department of the District of Columbia, and that the same is a true and correct copy of the original as the same appears in the files and records of the Department of the District of Columbia.

Subscribed and sworn to before me this _____ day of _____, 19____.

Notary Public for the District of Columbia

Witness my hand and seal this _____ day of _____, 19____.

Subscribed and sworn to before me this _____ day of _____, 19____.

Notary Public for the District of Columbia

Witness my hand and seal this _____ day of _____, 19____.

Subscribed and sworn to before me this _____ day of _____, 19____.

Notary Public for the District of Columbia

Witness my hand and seal this _____ day of _____, 19____.

[illegible][illegible]

REAL ESTATE DIVISION

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COMMUNICATIONS SYSTEM

responsible for the communications service of the department, together with the operation of the department's radio, television and teletype services. He is also responsible for the recruitment, training and control of the central and local communications staffs. He is also responsible for the office of the secretary and the several divisions, the planning and development of a national system of second management for the department, both in Washington and the 50 states. The furnishing of passenger transportation information and acts as liaison with the National Airlines Association and other transportation organizations. He is also responsible for the department on related matters.

COMMUNICATIONS SYSTEM

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responsible for the performance of administrative and service functions for the overall office of the Secretary, including the handling of personnel matters, travel arrangements, budget and accounts administration, and the funding of the various projects and the funding of advisory information for important visitors.

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Provides centralized supply service for all bureaus in the District of Columbia and to certain offices in the field, and to certain field offices which do not maintain their own supply offices. The business units for this unit, including the Agricultural Adjustment Agency, Bureau of Home Economics, Office of Information, Federal Crop Insurance Corporation, Extension Service, Office of Experiment Stations, Office of the Solicitor, Office of Foreign Agricultural Relations, Office of War Relocation Administration, and National Library.

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Provides motor transport service for the Department's activities in the District of Columbia and operates a repair garage for departmental motor vehicles.

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SPACE MANAGEMENT SECTION

coordinates direction of space acquisition and management activities, including assignment and utilization of space, initiation of studies leading to conclusions of operating plans, and active presentation of approved housing projects for the department's activities.

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Plans, develops and installs uniform records management systems and procedures; and assists departmental agencies in the development of plans and policies for the preservation and protection of valuable records and disposition of obsolete material.

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PERSONNEL SECTION

Prepares and processes all actions incident to personnel management and control for the over-all Office of the Secretary and maintains pertinent auxiliary records.

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Prepares and processes all actions incident to personnel management and control for the over-all Office of the Secretary and maintains pertinent auxiliary records.

STROUS AND SHAWNE SECTION

Operates a central warehouse, offering stationary services on stationary, printing, bookbinding, and stationery, and also provides a wide range of printed forms, to all business in handling, and to many departments. Field stations secure reimbursement for bureau appropriations through monthly adjustment vouchers and prepare final statements of operations of the divisions.

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Operates a central warehouse, offering stationary services on stationary, printing, bookbinding, and stationery, and also provides a wide range of printed forms, to all business in handling, and to many departments. Field stations secure reimbursement for bureau appropriations through monthly adjustment vouchers and prepare final statements of operations of the divisions.

LEASE SECTION

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SECRETARY'S RECORDS SECTION

Operates the central records service for the Office of the Secretary and its several branches, and acts as custodian of the official seal of the Department.

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PROCUREMENT SECTION

Serve as the central purchasing agency for the Office of the Secretary and several bureaus and offices; prepare specifications and invitations to bid; advertise bid received and make recommendations to contracting officers.

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TELEGRAPH AND TELEPHONE SECTION

Operates the central telegraph and telephone systems for the Department in Washington, and also and certifies vouchers related thereto and furnishes advice to field offices.

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Operates the central telegraph and telephone systems for the Department in Washington, and also and certifies vouchers related thereto and furnishes advice to field offices.

Processes requisitions for supplies, material, equipment, shop work and consulting services, etc., necessary to the operation of the office of the secretary, and maintain properly accountability records.

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EQUIPMENT RECORDS

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TELEGRAPH AND TELEPHONE SECTION

Operates the central telegraph and telephone systems for the department in handling incoming and outgoing messages and related United States Army and Navy service concerning these communications to field offices.

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Processes requisitions for supplies, material, equipment, shop work and consulting services, etc., necessary to the operation of the office of the secretary, and maintain properly accountability records.

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Pencil Revisions as of
JUN 23 1939

JUN 23 1939

9151

2976	*Executive Officer (Chief)	CAF-13	\$5,800
3012	*Sr. Admin. Officer (Assistant Chief)	CAF-12	\$5,000
1970	*Admin. Officer (Assistant to Chief)	CAF-11	4,000
3083	*Sr. Clerk-Stenographer (Sec'y to Chief)	CAF-5	2,900
3084	*Clerk-Stenographer (Sec'y to Asst. Chief)	CAF-4	1,800
3085	Asst. Clerk-Stenog. (Sec'y to Asst. to Chief)	CAF-3	1,620
3089	Assistant Messenger	CU-2	1,080
3082	Junior Clerk-Stenographer	CAF-2	1,140

22,340

3013	Administrative Officer (Chief)	CAF-11	\$3,800
3029	Clerk-Stenographer (Secretary)	CAF- 4	1,300
			<u>\$5,100</u>

3013	Administrative Officer (Chief)	CAF-11	\$3,800
3029	Clerk-Stenographer (Secretary)	CAF- 4	1,300
			<u>\$5,100</u>

MAILS AND FILES SECTION			
1462	*Junior Administrative Assistant	CAP-7	\$2,700
2804	Senior Clerk	CAP-5	2,000
517	Senior Clerk	CAP-5	2,000
134	Clerk	CAP-4	1,600
2805	Clerk	CAP-4	1,600
1447	*Assistant Clerk	CAP-3	1,800
148	*Assistant Clerk	CAP-3	1,600
2111	*Assistant Clerk	CAP-3	1,600
2120	*Assistant Clerk	CAP-3	1,600
1991	*Assistant Clerk	CAP-3	1,600
2117	*Junior Clerk	CAP-2	1,600
2121	*Senior Typist	CAP-2	1,600
2120	*Junior Clerk	CAP-2	1,600
146	*Junior Clerk	CAP-2	1,600
2704	*Junior Clerk-Typist	CAP-2	1,600
2122	*Junior Clerk-Typist	CAP-2	1,600
1925	*Junior Clerk	CAP-2	1,600
2002	*Junior Clerk	CAP-2	1,600
1213	*Junior Clerk-Typist	CAP-2	1,600
2119	*Junior Clerk-Typist	CAP-2	1,600
2806	*Junior Clerk-Typist	CAP-2	1,600
2807	Under Clerk	CAP-1	1,200
265	Under Clerk	CAP-1	1,200
2440	Messenger	CM-1	1,200
614	Messenger	CM-1	1,200
1450	Messenger	CM-1	1,200
1476	Messenger	CM-1	1,200
2151	*Assistant Messenger	CM-2	1,080
356	*Assistant Messenger	CM-2	1,080
2131	*Assistant Messenger	CM-2	1,080
2192	*Assistant Messenger	CM-2	1,080
2809	*Assistant Messenger	CM-2	1,080
2626	*Assistant Messenger	CM-2	1,080
2808	*Assistant Messenger	CM-2	1,080
2081	*Assistant Messenger	CM-2	1,080
2128	*Assistant Messenger	CM-2	1,080

MAILS AND FILES SECTION			
1462	*Junior Administrative Assistant	CAP-7	\$2,700
2804	Senior Clerk	CAP-5	2,000
517	Senior Clerk	CAP-5	2,000
134	Clerk	CAP-4	1,600
2805	Clerk	CAP-4	1,600
1447	*Assistant Clerk	CAP-3	1,800
148	*Assistant Clerk	CAP-3	1,600
2111	*Assistant Clerk	CAP-3	1,600
2120	*Assistant Clerk	CAP-3	1,600
1991	*Assistant Clerk	CAP-3	1,600
2117	*Junior Clerk	CAP-2	1,600
2121	*Senior Typist	CAP-2	1,600
2120	*Junior Clerk	CAP-2	1,600
146	*Junior Clerk	CAP-2	1,600
2704	*Junior Clerk-Typist	CAP-2	1,600
2122	*Junior Clerk-Typist	CAP-2	1,600
1925	*Junior Clerk	CAP-2	1,600
2002	*Junior Clerk	CAP-2	1,600
1213	*Junior Clerk-Typist	CAP-2	1,600
2119	*Junior Clerk-Typist	CAP-2	1,600
2806	*Junior Clerk-Typist	CAP-2	1,600
2807	Under Clerk	CAP-1	1,200
265	Under Clerk	CAP-1	1,200
2440	Messenger	CM-1	1,200
614	Messenger	CM-1	1,200
1450	Messenger	CM-1	1,200
1476	Messenger	CM-1	1,200
2151	*Assistant Messenger	CM-2	1,080
356	*Assistant Messenger	CM-2	1,080
2131	*Assistant Messenger	CM-2	1,080
2192	*Assistant Messenger	CM-2	1,080
2809	*Assistant Messenger	CM-2	1,080
2626	*Assistant Messenger	CM-2	1,080
2808	*Assistant Messenger	CM-2	1,080
2081	*Assistant Messenger	CM-2	1,080
2128	*Assistant Messenger	CM-2	1,080

POST OFFICE		1940	1940
1991	Assistant Clerk	CAP-3	1,740
1995	Junior Clerk	CAP-2	1,500
1970	Under Clerk	CAP-1	1,320
2129	Under Clerk	CAP-1	1,320
2171	Under Clerk	CAP-1	1,260
2005	Under Clerk	CAP-1	1,260
2130	Under Clerk	CAP-1	1,260
2794	Under Clerk	CAP-1	1,260
169	Under Clerk	CAP-1	1,260

POST OFFICE		1940	1940
1991	Assistant Clerk	CAP-3	1,740
1995	Junior Clerk	CAP-2	1,500
1970	Under Clerk	CAP-1	1,320
2129	Under Clerk	CAP-1	1,320
2171	Under Clerk	CAP-1	1,260
2005	Under Clerk	CAP-1	1,260
2130	Under Clerk	CAP-1	1,260
2794	Under Clerk	CAP-1	1,260
169	Under Clerk	CAP-1	1,260

PROCEDURE SECTION			
10104	Senior Administrative Assistant (Chief) . . .	CAF-9	3,200
10109	Junior Administrative Assistant (Technician). . .	CAF-7 X	2,600
10111	Junior Administrative Assistant (Technician). . .	CAF-7	2,600
10112	Junior Administrative Assistant (Technician). . .	CAF-7	2,600
10113	Junior Administrative Assistant (Technician). . .	CAF-7	2,600
10114	Junior Administrative Assistant (Technician). . .	CAF-7	2,600
10115	Assistant Cleric-Stenographer (Secretary) . . .	CAF-6	1,600
10116	Junior Cleric-Stenographer . . .	CAF-2	1,400
10161	Junior Cleric-Stenographer . . .	CAF-3	1,600

PROCEDURE SECTION			
10104	Senior Administrative Assistant (Chief) . . .	CAF-9	3,200
10109	Junior Administrative Assistant (Technician). . .	CAF-7 X	2,600
10111	Junior Administrative Assistant (Technician). . .	CAF-7	2,600
10112	Junior Administrative Assistant (Technician). . .	CAF-7	2,600
10113	Junior Administrative Assistant (Technician). . .	CAF-7	2,600
10114	Junior Administrative Assistant (Technician). . .	CAF-7	2,600
10115	Assistant Cleric-Stenographer (Secretary) . . .	CAF-6	1,600
10116	Junior Cleric-Stenographer . . .	CAF-2	1,400
10161	Junior Cleric-Stenographer . . .	CAF-3	1,600

TELEPHONE AND TELEGRAPH SECTION		
252	*Senior Administrative Assistant (Chief) . . .	CAP-9 \$1,200
630	*Senior Telegrapher . . .	CAP-5
743	*Senior Telegrapher . . .	CAP-5 \$4,000-10
1630	*Telegrapher . . .	CAP-4 2,160
711	*Clerk . . .	CAP-4 1,980
159	*Head Telephone Operator . . .	CAP-4 1,850
1624	*Telegrapher . . .	CAP-4 1,850
7053	*Telegrapher . . .	CAP-4 1,850
1114	*Telegrapher (Vacancy) . . .	CAP-4 1,850
1187	*Assistant Clerk . . .	CAP-3 1,700
390	*Assistant Clerk-Stenographer . . .	CAP-3 1,700
161	*Senior Telephone Operator . . .	CAP-3 1,680
706	*Assistant Clerk . . .	CAP-3 1,620
334	*Junior Telephone Operator . . .	CAP-2 1,550
671	*Junior Clerk . . .	CAP-2 1,500
871	*Junior Clerk-Typist . . .	CAP-2 1,500
160	*Junior Telephone Operator . . .	CAP-2 1,500
849	*Junior Telephone Operator (Vacancy) . . .	CAP-2 1,440
850	*Junior Telephone Operator (Vacancy) . . .	CAP-2 1,440
469	*Junior Operator . . .	CAP-2 1,440
564	*Junior Operator . . .	CAP-2 1,440
291	*Under Telephone Operator . . .	CAP-1 1,560
846	*Under Telephone Operator . . .	CAP-1 1,440
941	*Under Telephone Operator . . .	CAP-1 1,440
874	*Under Telephone Operator . . .	CAP-1 1,380
441	*Under Telephone Operator . . .	CAP-1 1,380
709	*Under Telephone Operator . . .	CAP-1 1,320
702	*Under Telephone Operator . . .	CAP-1 1,320
164	*Under Telephone Operator . . .	CAP-1 1,320
705	*Under Telephone Operator . . .	CAP-1 1,320
848	*Under Telephone Operator . . .	CAP-1 1,260
641	*Under Telephone Operator . . .	CAP-1 1,260
608	*Under Telephone Operator . . .	CAP-1 1,260
798	*Under Telephone Operator . . .	CAP-1 1,260
906	*Under Telephone Operator . . .	CAP-1 1,260
74	*Under Telephone Operator . . .	CAP-1 1,260
43	*Under Telephone Operator . . .	CAP-1 1,260
62	*Assistant Messenger . . .	CM-P 1,140
145	*Assistant Messenger . . .	CM-P 1,140
857	*Under Telephone Operator (Vacancy) . . .	CAP-1 1,260

TELEPHONE AND TELEGRAPH SECTION		
252	*Senior Administrative Assistant (Chief) . . .	CAP-9 \$1,200
630	*Senior Telegrapher . . .	CAP-5
743	*Senior Telegrapher . . .	CAP-5 \$4,000-10
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711	*Clerk . . .	CAP-4 1,980
159	*Head Telephone Operator . . .	CAP-4 1,850
1624	*Telegrapher . . .	CAP-4 1,850
7053	*Telegrapher . . .	CAP-4 1,850
1114	*Telegrapher (Vacancy) . . .	CAP-4 1,850
1187	*Assistant Clerk . . .	CAP-3 1,700
390	*Assistant Clerk-Stenographer . . .	CAP-3 1,700
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706	*Assistant Clerk . . .	CAP-3 1,620
334	*Junior Telephone Operator . . .	CAP-2 1,550
671	*Junior Clerk . . .	CAP-2 1,500
871	*Junior Clerk-Typist . . .	CAP-2 1,500
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145	*Assistant Messenger . . .	CM-P 1,140
857	*Under Telephone Operator (Vacancy) . . .	CAP-1 1,260

TECHNICAL ADVISORY BOARD			
2947	*Executive Officer (Chairman)	CAP-13	\$5,500
2948	Member of Board	P-5	4,600
2949	Member of Board	P-5	4,600
3023	Member of Board	P-5	4,600
3052	Mechanical Engineer	P-4	3,800
3051	Administrative Officer (Executive Secretary)	CAP-11	3,800
3053	Associate Mechanical Engineer	P-3	3,200
3054	Associate Photogrammetric Engineer	P-3	3,200
3055	Clerk-Stenographer (Secty to Chairman)	CAP-4	1,800
3056	Clerk-Stenographer (Secty to Photo. Member)	CAP-3	1,500
3057	Assistant Clerk-Stenographer	CAP-3	1,500
3058	Assistant Clerk-Stenographer	CAP-3	1,620
3059	Junior Clerk-Stenographer	CAP-2	1,340

41,680

TECHNICAL ADVISORY BOARD			
2947	*Executive Officer (Chairman)	CAP-13	\$5,500
2948	Member of Board	P-5	4,600
2949	Member of Board	P-5	4,600
3023	Member of Board	P-5	4,600
3052	Mechanical Engineer	P-4	3,800
3051	Administrative Officer (Executive Secretary)	CAP-11	3,800
3053	Associate Mechanical Engineer	P-3	3,200
3054	Associate Photogrammetric Engineer	P-3	3,200
3055	Clerk-Stenographer (Secty to Chairman)	CAP-4	1,800
3056	Clerk-Stenographer (Secty to Photo. Member)	CAP-3	1,500
3057	Assistant Clerk-Stenographer	CAP-3	1,500
3058	Assistant Clerk-Stenographer	CAP-3	1,620
3059	Junior Clerk-Stenographer	CAP-2	1,340

41,680

MOTOR TRANSPORT DIVISION		
591015	Senior Administrative Assistant (Chief)	CU-5 3,100
3090	Junior Clerk-Typist	CU-2 1,700
378	Assistant Clerk	CU-2 1,800
369	Foreman of the Garage	CU-1 2,600
372	Mechanic (Auto Mechanic)	CU-6 1,980
371	Mechanic (Auto Mechanic)	CU-6 1,980
377	Mechanic (Auto Mechanic)	CU-6 1,980
1718	Mechanic (Auto Mechanic)	CU-6 1,980
2766T	Mechanic (Auto Mechanic)	CU-6 1,980
377	Under Mechanic (Chauffeur)	CU-4 1,680
321	Senior Laborer	CU-3 1,500
771	Minor Mechanic (Chauffeur)	CU-3 1,500
941	Minor Mechanic (Chauffeur)	CU-3 1,500
379	Minor Mechanic (Chauffeur)	CU-3 1,500
384	Minor Mechanic (Chauffeur)	CU-3 1,500
388	Minor Mechanic (Chauffeur)	CU-3 1,440
383	Minor Mechanic (Chauffeur)	CU-3 1,440
339	Minor Mechanic (Chauffeur)	CU-3 1,440
385	Minor Mechanic (Chauffeur)	CU-3 1,440
FSano	Minor Mechanic (Chauffeur)	CU-3 1,440
1141	Minor Mechanic (Chauffeur)	CU-3 1,380
1703	Minor Mechanic (Chauffeur)	CU-3 1,200
994	Minor Mechanic (Chauffeur)	CU-3 1,200
723	Minor Mechanic (Chauffeur)	CU-3 1,200
FSano	Minor Mechanic (Chauffeur)	CU-3 1,200
2642	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2654	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2651	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2657	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2646	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2649	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2644	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2652	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2645	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2648	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2640	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2650	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2641	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2653	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2655	Garage Attendant	CU-2 1,500
2686	Subordinate Mechanic	CU-2 1,080
380	Under Mechanic (Chauffeur)	CU-4 1,320
17142	Minor Mechanic (Chauffeur)	CU-3 1,200
183	Minor Mechanic (Chauffeur)	CU-3 1,200
26387	Mechanic (Auto Mechanic)	CU-6 1,680

MOTOR TRANSPORT DIVISION		
591015	Senior Administrative Assistant (Chief)	CU-5 3,100
3090	Junior Clerk-Typist	CU-2 1,700
378	Assistant Clerk	CU-2 1,800
369	Foreman of the Garage	CU-1 2,600
372	Mechanic (Auto Mechanic)	CU-6 1,980
371	Mechanic (Auto Mechanic)	CU-6 1,980
377	Mechanic (Auto Mechanic)	CU-6 1,980
1718	Mechanic (Auto Mechanic)	CU-6 1,980
2766T	Mechanic (Auto Mechanic)	CU-6 1,980
377	Under Mechanic (Chauffeur)	CU-4 1,680
321	Senior Laborer	CU-3 1,500
771	Minor Mechanic (Chauffeur)	CU-3 1,500
941	Minor Mechanic (Chauffeur)	CU-3 1,500
379	Minor Mechanic (Chauffeur)	CU-3 1,500
384	Minor Mechanic (Chauffeur)	CU-3 1,500
388	Minor Mechanic (Chauffeur)	CU-3 1,440
383	Minor Mechanic (Chauffeur)	CU-3 1,440
339	Minor Mechanic (Chauffeur)	CU-3 1,440
385	Minor Mechanic (Chauffeur)	CU-3 1,440
FSano	Minor Mechanic (Chauffeur)	CU-3 1,440
1141	Minor Mechanic (Chauffeur)	CU-3 1,380
1703	Minor Mechanic (Chauffeur)	CU-3 1,200
994	Minor Mechanic (Chauffeur)	CU-3 1,200
723	Minor Mechanic (Chauffeur)	CU-3 1,200
FSano	Minor Mechanic (Chauffeur)	CU-3 1,200
2642	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2654	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2651	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2657	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2646	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2649	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2644	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2652	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2645	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2648	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2640	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2650	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2641	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2653	Minor Mechanic (Chauffeur)	CU-3 3,33pd
2655	Garage Attendant	CU-2 1,500
2686	Subordinate Mechanic	CU-2 1,080
380	Under Mechanic (Chauffeur)	CU-4 1,320
17142	Minor Mechanic (Chauffeur)	CU-3 1,200
183	Minor Mechanic (Chauffeur)	CU-3 1,200
26387	Mechanic (Auto Mechanic)	CU-6 1,680

Non-Reimb.	4,640
Conceale	3,400
Peny	1,440
	14,540

Non-Reimb.	4,640
Conceale	3,400
Peny	1,440
	14,540

Executive Officer (Chief)	CAF-13	\$5,600
Clerk-Stenographer (Secretary)	CAF-4	1,800
		<u>7400</u>

Executive Officer (Chief)	CAF-13	\$5,600
Clerk-Stenographer (Secretary)	CAF-4	1,800
		<u>7400</u>

SPACE SECTION

3019	Administrative Officer (Chief)	CAF-11	\$3,800
3029	Sr. Administrative Assistant (Asst. Chief)	CAF-7	3,200
3039	*Administrative Assistant	CAF-5	2,600
3068	Assistant Mechanical Engineer	P-3	3,200
3076	Junior Administrative Assistant	CAF-7	2,600
3077	Junior Administrative Assistant	CAF-7	2,600
3078	Junior Administrative Assistant	CAF-7	2,600
3085	Junior Administrative Assistant	CAF-7	2,600
3095	Engineering Draftsman	EF-5	1,800
3104	*Clerk	CAF-3	1,850
3144	Assistant Clerk-Stenographer (Special)	CAF-3	1,850
3148	*Assistant Clerk-Stenographer	CAF-3	1,850
3073	Junior Clerk-Stenographer	CAF-2	1,440
3074	Junior Clerk-Stenographer	CAF-2	1,440
3118	*Junior Clerk-Stenographer (Vacancy)	CAF-2	1,440

SPACE SECTION

3019	Administrative Officer (Chief)	CAF-11	\$3,800
3029	Sr. Administrative Assistant (Asst. Chief)	CAF-7	3,200
3039	*Administrative Assistant	CAF-5	2,600
3068	Assistant Mechanical Engineer	P-3	3,200
3076	Junior Administrative Assistant	CAF-7	2,600
3077	Junior Administrative Assistant	CAF-7	2,600
3078	Junior Administrative Assistant	CAF-7	2,600
3085	Junior Administrative Assistant	CAF-7	2,600
3095	Engineering Draftsman	EF-5	1,800
3104	*Clerk	CAF-3	1,850
3144	Assistant Clerk-Stenographer (Special)	CAF-3	1,850
3148	*Assistant Clerk-Stenographer	CAF-3	1,850
3073	Junior Clerk-Stenographer	CAF-2	1,440
3074	Junior Clerk-Stenographer	CAF-2	1,440
3118	*Junior Clerk-Stenographer (Vacancy)	CAF-2	1,440

LEASE SECTION			
049	Senior Administrative Assistant (Chief)	CAF-9	\$7,200
046	Junior Administrative Assistant (Asst. Chief)	CAF-7	2,600
046	Senior Clerk	CAF-5	2,000
045	Senior Clerk	CAF-5	2,000
040	Clerk	CAF-4	2,160
041	Assistant Clerk-Typist	CAF-3	1,620
041	Assistant Clerk-Typist (Secretary)	CAF-3	1,620
043	Junior Stenographer	CAF-2	1,440
042	Junior Stenographer	CAF-2	1,440
2062	Junior Clerk-Stenographer	CAF-2	1,440
2077	Junior Clerk-Stenographer	CAF-2	1,440
			20,460

LEASE SECTION			
049	Senior Administrative Assistant (Chief)	CAF-9	\$7,200
046	Junior Administrative Assistant (Asst. Chief)	CAF-7	2,600
046	Senior Clerk	CAF-5	2,000
045	Senior Clerk	CAF-5	2,000
040	Clerk	CAF-4	2,160
041	Assistant Clerk-Typist	CAF-3	1,620
041	Assistant Clerk-Typist (Secretary)	CAF-3	1,620
043	Junior Stenographer	CAF-2	1,440
042	Junior Stenographer	CAF-2	1,440
2062	Junior Clerk-Stenographer	CAF-2	1,440
2077	Junior Clerk-Stenographer	CAF-2	1,440
			20,460

PLANNING SECTION		
Senior Administrative Officer (Chief)	CAF-12	\$4,600
Clerk-Stenographer (Secretary)	CAF- 4	1,800
		<u>6,400</u>

PLANNING SECTION		
Senior Administrative Officer (Chief)	CAF-12	\$4,600
Clerk-Stenographer (Secretary)	CAF- 4	1,800
		<u>6,400</u>

ADMINISTRATIVE SERVICES DIVISION			
3017	Junior Administrative Officer (Chief)	CAP-10	\$3,500
4132	Senior Clerk-Stenographer	CAP-5	2,126.22
2000	Assistant Clerk (Information)	CAP-3	1,680
2415	Assistant Clerk (Information)	CAP-3	1,620
3028	Assistant Clerk-Stenographer (Secretary)	CAP-3	1,620

ADMINISTRATIVE SERVICES DIVISION			
3017	Junior Administrative Officer (Chief)	CAP-10	\$3,500
4132	Senior Clerk-Stenographer	CAP-5	2,126.22
2000	Assistant Clerk (Information)	CAP-3	1,680
2415	Assistant Clerk (Information)	CAP-3	1,620
3028	Assistant Clerk-Stenographer (Secretary)	CAP-3	1,620

PERSONNEL SECTION			
3020	Jr. Administrative Assistant (Chief)	CAF-7	\$2,600
604	Senior Clerk	CAF-5	2,500
532	Assistant Clerk	CAF-3	1,850
3004	Junior Clerk-Typist	CAF-3	1,400
2928	Junior Clerk-Typist	CAF-2	1,400
3036	Junior Clerk-Typist	CAF-2	1,400
	clerk	CAF-4	1,600

PERSONNEL SECTION			
3020	Jr. Administrative Assistant (Chief)	CAF-7	\$2,600
604	Senior Clerk	CAF-5	2,500
532	Assistant Clerk	CAF-3	1,850
3004	Junior Clerk-Typist	CAF-3	1,400
2928	Junior Clerk-Typist	CAF-2	1,400
3036	Junior Clerk-Typist	CAF-2	1,400
	clerk	CAF-4	1,600

SUPPLY AND EQUIPMENT SECTION		
3067	Senior Clerk (Chief)	CAP-5 \$2,000
3068	Junior Clerk (Inspector)	CAP-2 1,840
1326	*Assistant Foreman of Laborers	CU-4 1,320
1331	*Junior Laborer	CU-2 1,180
278	*Junior Laborer	CU-2 1,120
86	*Junior Laborer	CU-2 1,080
309	*Junior Laborer	CU-2 1,080
1527	*Junior Laborer	CU-2 1,080
24187	Junior Laborer (Vacancy)	CU-2 1,080
2622	Inventory Clerk (Vacancy)	CAP-3 1,000

SUPPLY AND EQUIPMENT SECTION		
3067	Senior Clerk (Chief)	CAP-5 \$2,000
3068	Junior Clerk (Inspector)	CAP-2 1,840
1326	*Assistant Foreman of Laborers	CU-4 1,320
1331	*Junior Laborer	CU-2 1,180
278	*Junior Laborer	CU-2 1,120
86	*Junior Laborer	CU-2 1,080
309	*Junior Laborer	CU-2 1,080
1527	*Junior Laborer	CU-2 1,080
24187	Junior Laborer (Vacancy)	CU-2 1,080
2622	Inventory Clerk (Vacancy)	CAP-3 1,000

BUDGET SECTION		
3016	Senior Administrative Assistant (Chief) . . .	CAF - 9 \$1,200
2924	Senior Clerk . . .	CAF - 5 2,300
2795	Clerk . . .	CAF - 4 1,800
	Junior Clerk - Steno - - -	CAF - 1,440

8740

BUDGET SECTION		
3016	Senior Administrative Assistant (Chief) . . .	CAF - 9 \$1,200
2924	Senior Clerk . . .	CAF - 5 2,300
2795	Clerk . . .	CAF - 4 1,800
	Junior Clerk - Steno - - -	CAF - 1,440

8740

PROPERTY RECORDS AND STATISTICS DIVISION		
3018	Administrative Officer (Chief)	\$7,800
3087	Clerk-Stenographer (Secretary)	1,800
		<u>5,600</u>

PROPERTY RECORDS AND STATISTICS DIVISION		
3018	Administrative Officer (Chief)	\$7,800
3087	Clerk-Stenographer (Secretary)	1,800
		<u>5,600</u>

PROPERTY RECORDS SECTION		
3050	Senior Administrative Assistant (Chief) . . .	CAP-3 \$3,200
3088	Assistant Clerk-Stenographer (Secretary) . . .	CAP-3 1,620
3107	Clerk . . .	CAP-4 1,460
1393	Assistant Clerk . . .	CAP-2 1,440
2873	Junior Clerk-Typist . . .	CAP-2 1,440
1228	Junior Clerk . . .	CAP-2 1,440
2701	Junior Clerk-Typist (Vacancy) . . .	CAP-2 1,440
2817	Junior Clerk-Typist (Vacancy) . . .	CAP-2 1,440

44-180

PROPERTY RECORDS SECTION		
3050	Senior Administrative Assistant (Chief) . . .	CAP-3 \$3,200
3088	Assistant Clerk-Stenographer (Secretary) . . .	CAP-3 1,620
3107	Clerk . . .	CAP-4 1,460
1393	Assistant Clerk . . .	CAP-4 1,460
2873	Junior Clerk-Typist . . .	CAP-2 1,440
1228	Junior Clerk . . .	CAP-2 1,440
2701	Junior Clerk-Typist (Vacancy) . . .	CAP-2 1,440
681	Junior Clerk-Typist (Vacancy) . . .	CAP-2 1,440

STATISTICAL SECTION		
3060	Associate Statistician (Chief)	F-3 \$3,200
3061	Assistant Statistician (Assistant Chief)	F-2 2,600
3062	Statistical Clerk 4	CAF-4 1,800
3063	Statistical Clerk	CAF-4 1,800
3064	Assistant Statistical Clerk	CAF-3 1,600
3065	Assistant Statistical Clerk	CAF-3 1,600
3066	Junior Clerk-Typist	CAF-2 1,400
3067	Junior Clerk-Typist	CAF-2 1,400
3071	Junior Statistical Clerk	CAF-2 1,400
3072	Junior Statistical Clerk	CAF-2 1,400
3073	Junior Calculating Machine Operator 1	CAF-2 1,400
3070	Junior Calculating Machine Operator	CAF-2 1,400

2,280

STATISTICAL SECTION		
3060	Associate Statistician (Chief)	F-3 \$3,200
3061	Assistant Statistician (Assistant Chief)	F-2 2,600
3062	Statistical Clerk 4	CAF-4 1,800
3063	Statistical Clerk	CAF-4 1,800
3064	Assistant Statistical Clerk	CAF-3 1,600
3065	Assistant Statistical Clerk	CAF-3 1,600
3066	Junior Clerk-Typist	CAF-2 1,400
3067	Junior Clerk-Typist	CAF-2 1,400
3071	Junior Statistical Clerk	CAF-2 1,400
3072	Junior Statistical Clerk	CAF-2 1,400
3073	Junior Calculating Machine Operator 1	CAF-2 1,400
3070	Junior Calculating Machine Operator	CAF-2 1,400

2,280

3127 gr Stenag eaf 2 15mm clave

3127 gr Stenag eaf 2 15mm clave

SCD - Recs. Cof 1, Und apr. 1260 } 2.
JSCC - Shook. cof 1 - do. 1260 } 2.

Sec. - Shook. off 1 - do 1260 }

